NetDMR Data Entry Walk-through

Step by step Guide

NetDMR Test:

https://netdmrtest.epacdx.net/netdmr-web/public/home.htm

NetDMR Live/Production:

https://netdmr.epa.gov/netdmr/public/home.htm

IDEM NetDMR Contact Information

Gary Starks, Section Chief: 317-232-8694
gstarks@idem.in.gov

Rose McDaniel: NetDMR Assistance 317-233-2653
rmcdanie@idem.in.gov

Missy Nunnery: NetDMR Registration 317-232-6770
mnunnery@idem.in.gov

IDEM NetDMR Training

- **Located at http://www.in.gov/idem/6765.htm for IDEM NetDMR training information:**
  - 1. *NetDMR Registration Walk-Through*
  - 2. *NetDMR Data Entry Walk-Through*
  - 3. *NetDMR Miscellaneous (Revise, Import, Print) Walk-Through*
    - Revising NetDMRs
    - Importing Data to NetDMR
    - Viewing/Printing the completed NetDMR

NetDMR test vs. production/live

- **IDEM suggests the NetDMR user first try NetDMR in a test environment, prior to registering for the NetDMR live/production system.**

• Use the following instructions for NetDMR test
• Upon (IDEM) approval, use them for NetDMR live (production) system, for DMR submittal

NetDMR Test vs. Production/Live

- NetDMR Test – not connected to EPA database
  - Used to see how to register for NetDMR
  - And how to submit a NetDMR and MMR/MRO
- NetDMR (live/production) – uploads to EPA database every night
  - Requires the submittal of Subscriber Agreement
  - Used to satisfy DMR and MMR/MRO requirement

NetDMR Data Entry Outline

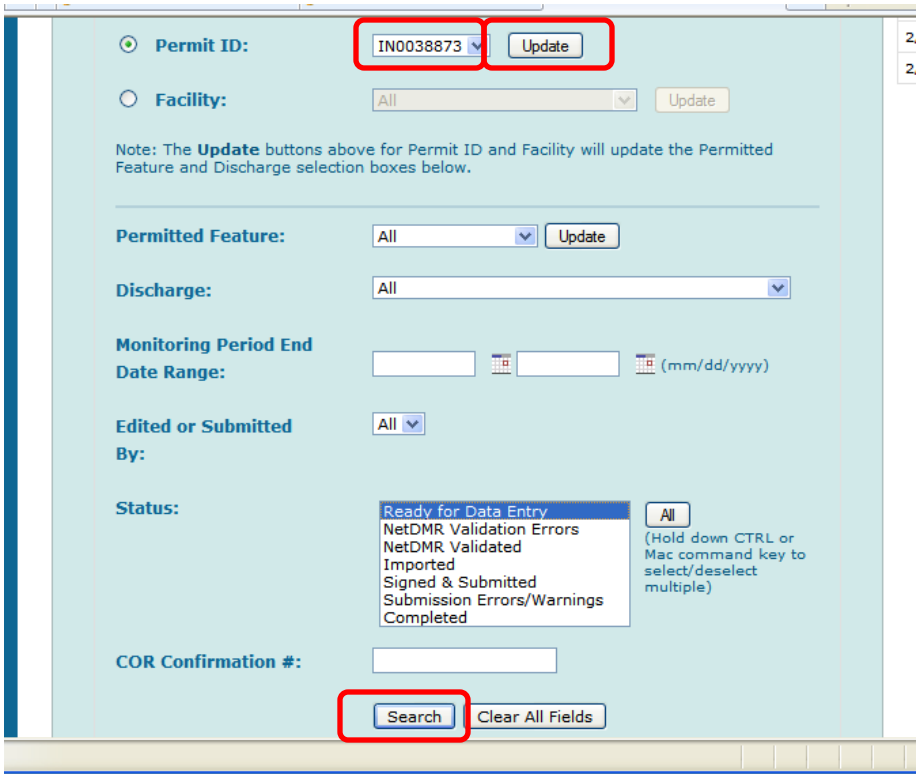
- **Login, locate the DMR and Enter Data**
- **Use NODI codes correctly**
- **Add comments when necessary**
  - Save work every 20 minutes
- **Acknowledge and/or Correct Errors**
- **Attachments**
- **Electronically Sign and Submit DMR(s)**

Login to NetDMR:

- Must be registered in NetDMR (test or live)
- See “NetDMR Registration Walk-Through” for more information about registering:
  - http://www.in.gov/idem/6765.htm
- Choose correct instance – “Indiana DEM”
- Enter ID and password and click “Submit”

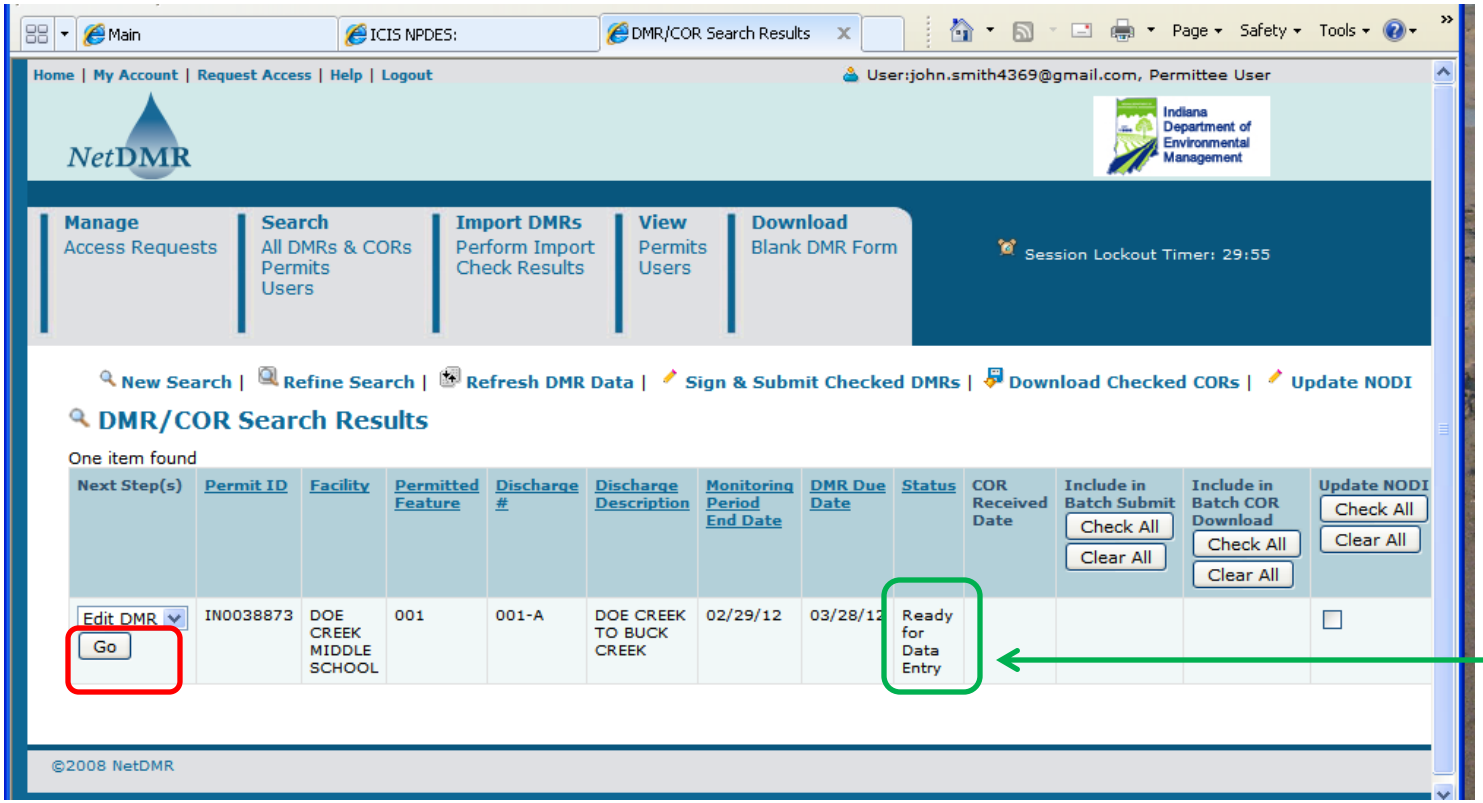
Locate the DMR

- Select a permit number from the dropdown menu and click “Update”
- If “Search” is clicked with no other criteria, a list of all permitted features with DMRs associated with that permit (available for data entry) will be displayed.



Locate the DMR (2)

- Select a DMR “Ready for Data Entry” and click “Go”



(NetDMR Submittal Exception)

- Do not enter WETT data in NetDMR.
  - WETT (Whole Effluent Toxicity Tests) data must still be mailed (as a lab report) to IDEM for verification of analysis, as per permit
  - IDEM will complete the WETT DMR upon analysis verification, for the facility

Sludge DMRs, if applicable

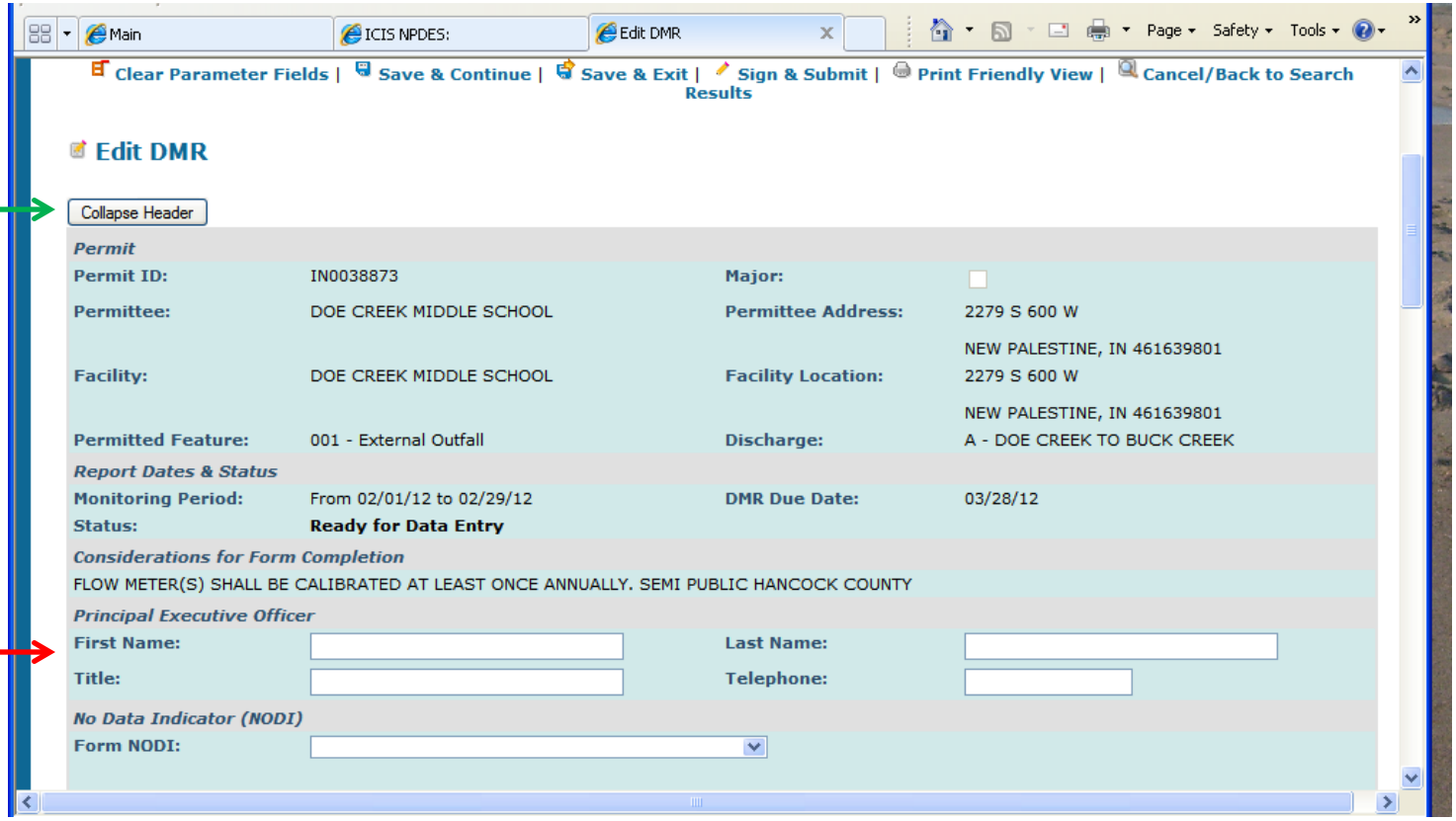
- Sludge DMR data should be entered into NetDMR **if** Sludge DMRs are required by EPA for this facility and are available in NetDMR system
  - Region 5 EPA contact for Sludge DMRs is James Coleman Coleman.James@epamail.epa.gov

Complete the CSO NetDMR if Applicable

- IDEM traditionally has completed the federal Combined Sewer Overflow (CSO) DMR for applicable NPDES permittees, using data from their submitted state CSO DMR
- Permittees should now complete their federal CSO DMR in the NetDMR system
  - attach the completed state CSO DMR prior to submitting the federal CSO NetDMR

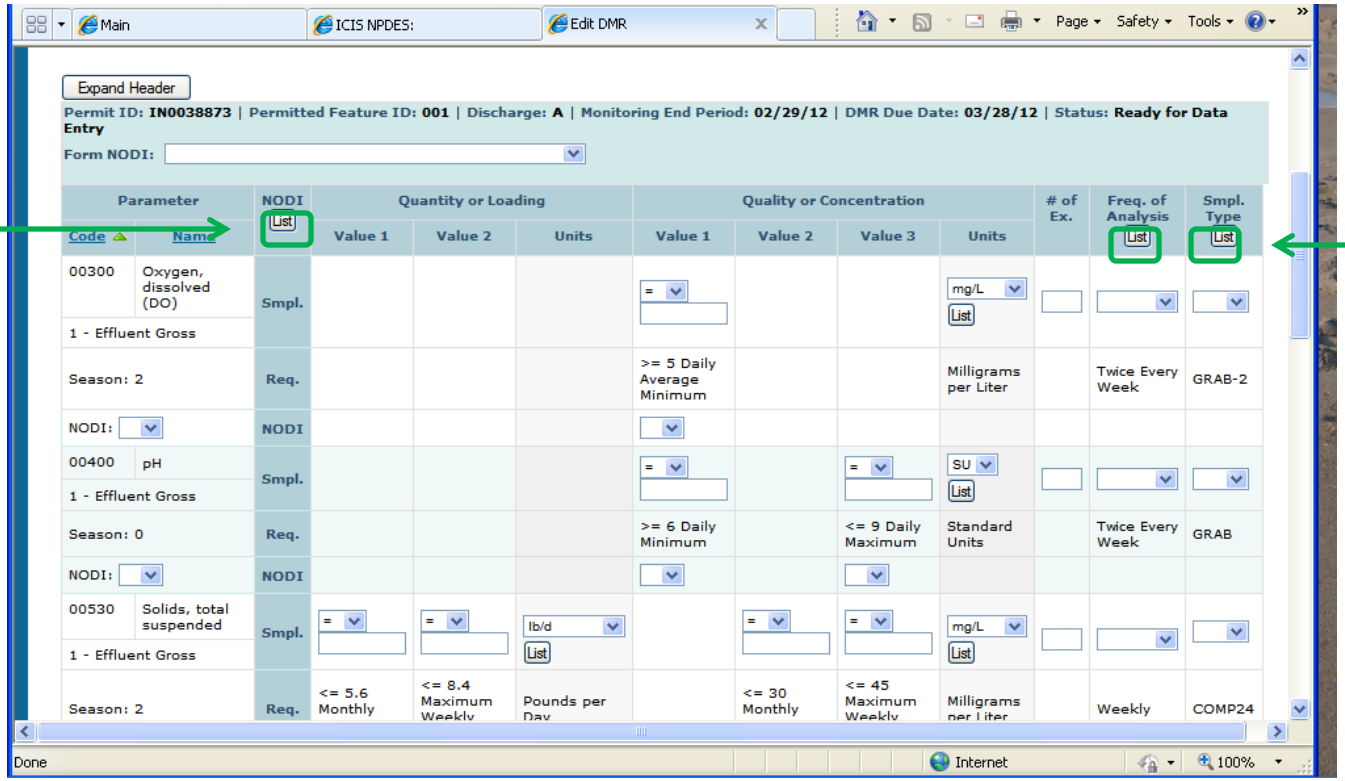
Locate the DMR (3)

- Complete the Executive Officer Information and Save
- "Collapse Header" button toggles to "Expand Header"



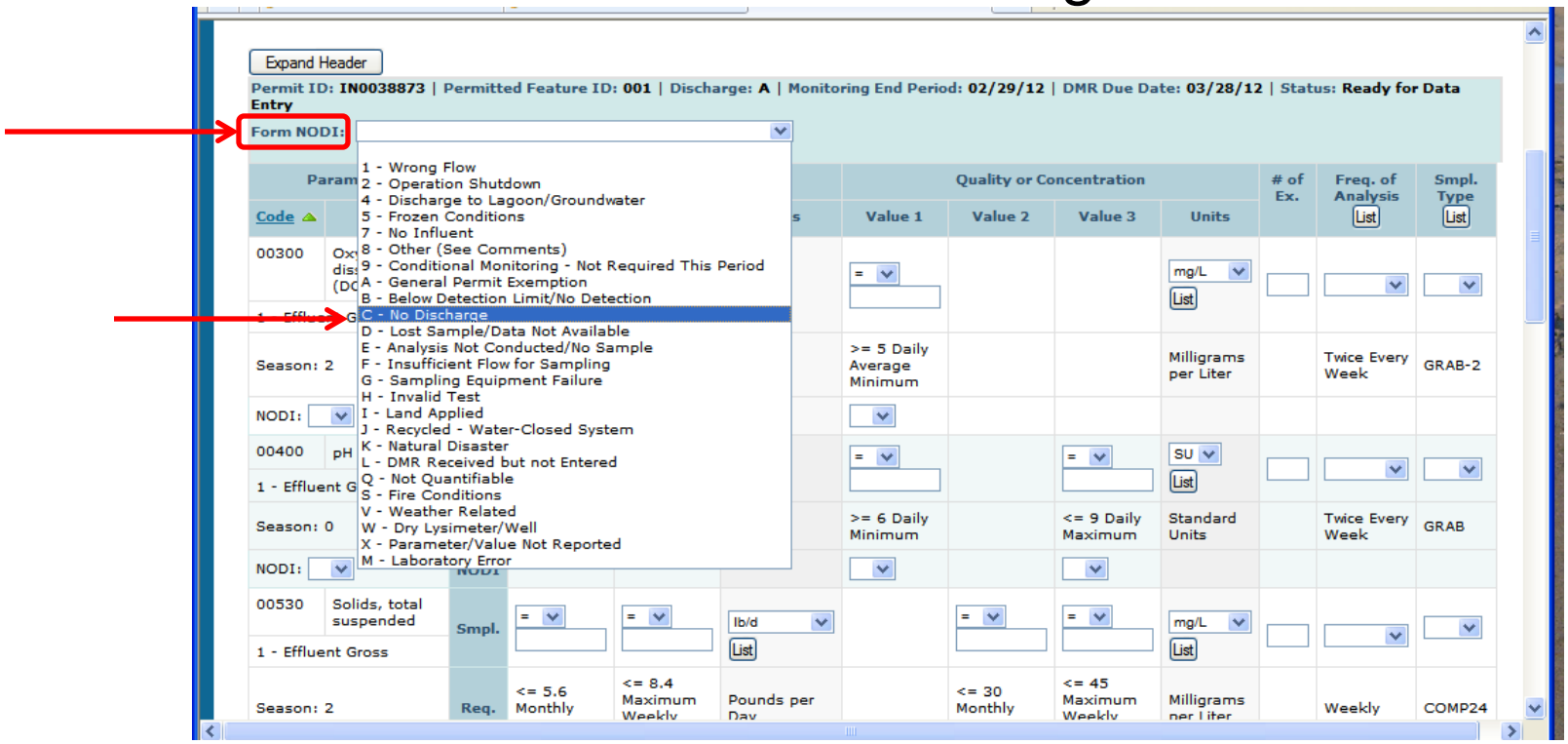
Enter DMR Data

- The DMR with empty blanks is below the header
- "List" buttons will provide a list of various codes, with explanations



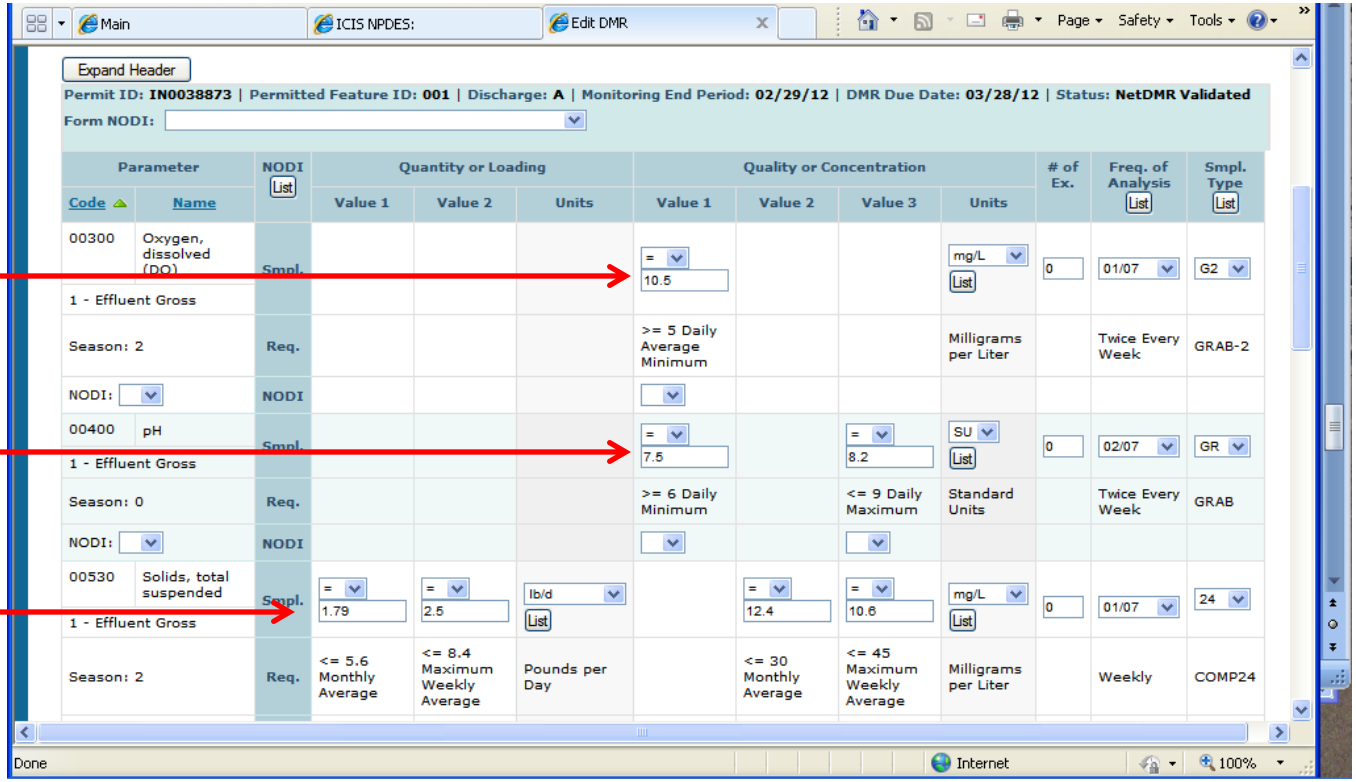
Enter DMR Data (2)

- **If no discharge for entire outfall** select "**C -** No Discharge" at "Form NODI" – all parameters will then be coded as "No Discharge"



Enter DMR Data (3)

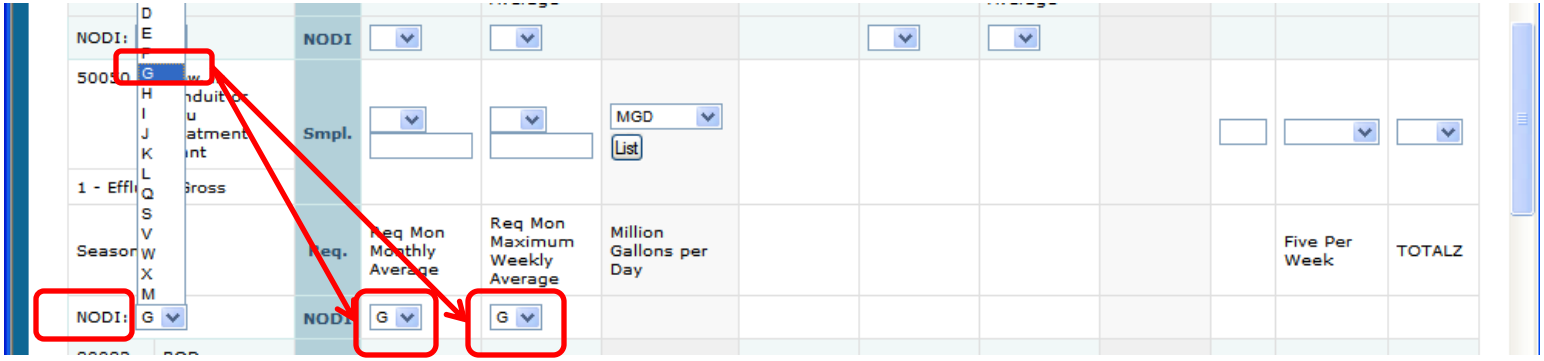
- Enter appropriate data in empty NetDMR boxes/blanks



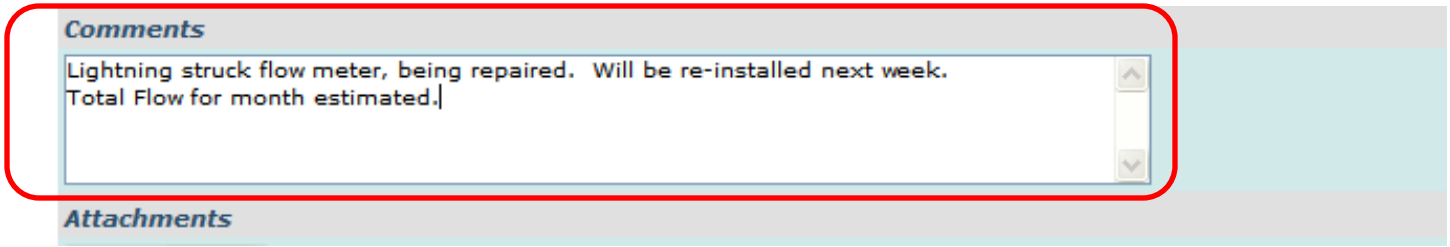
Enter DMR Data (4)

- **If there is no data for one parameter**, select the correct NODI code

In this example, there was no daily flow due to a broken flow meter



- **If a NODI code is used, be sure to explain in Comments**



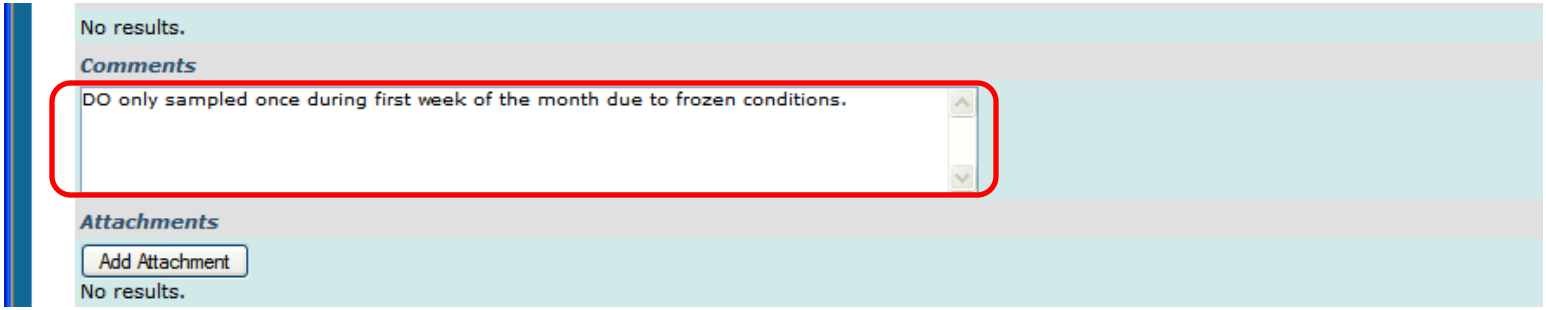
Use NODI codes Correctly

No Data Indicated – NODI - Codes

- NODI codes that are most commonly used include:
  - **C**: No Discharge (for a whole DMR outfall/Limit Set)
  - **G**: Equipment Failure
  - **E**: Analysis not Conducted
  - **X**: Parameter not reported
  - **9**: Conditional Monitoring – Not Required this monitoring period
- **Legitimate use of NODI "C" for a whole outfall (discharge point) does not need to be explained in Comments Section**

Add Comments when Needed

- Add a Comment whenever there is a limit excursion
  - -The Comment may refer to an attached Noncompliance Report or Letter of Explanation
- The Comment may refer to other types of violations (e.g., noncompliant sampling frequency, etc.)



Save & Continue and Error Messages

- **Save & Continue every 20 minutes (at page bottom)**

  NetDMR times out every 30 minutes if no usage is detected

- **Errors will be identified after saving, if there are any**

  Some errors will need to be corrected and other errors (i.e., violations) will need to be acknowledged before DMR can be submitted.

Acknowledge/Correct Errors

(The Parameter with the error will have a red exclamation point and a pink background)

- **Soft errors: Must Correct or Acknowledge**

  If violation is true select check box and Save
- **Hard Errors: Must Correct**
- **Check for Missing Data – Must acknowledge or use NODI code to explain missing data!**

Soft Errors

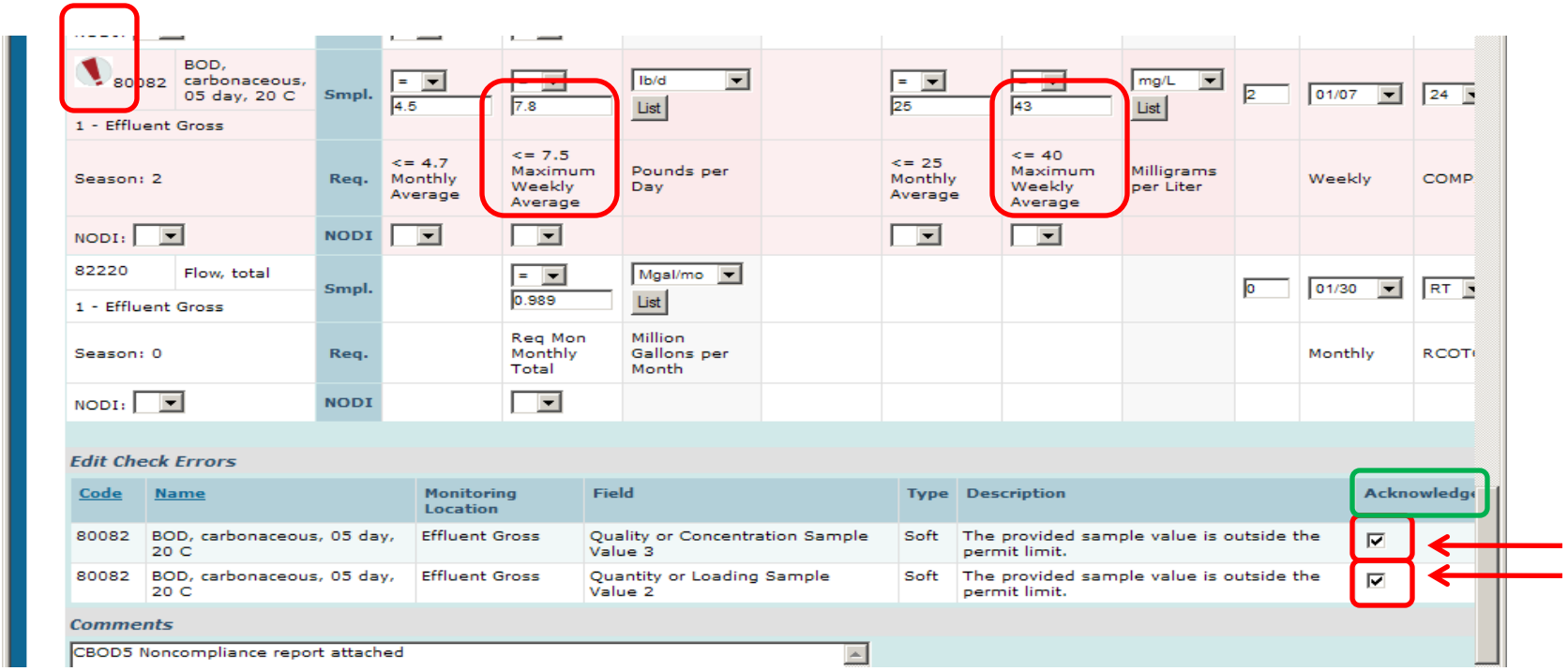
- **Soft Errors include:**
- **Data value exceeds the permit limit**
- **Wrong Qualifier used (i.e., “>” instead of “<“)**
- **# of Excursions should be greater than “0”**
- **Re-selected units do not match parameter**

  (IDEM: as per permit, do not change units)

Example of a Soft Error

- In this example, the Soft Error is true, therefore:

  Check the Acknowledge box(es) and Save & Submit



80082	BOD, carbonaceous, 05 day, 20 C	Smpl.	= 4.5	7.8	lb/d List		= 25	43	mg/L List	2	01/07	24
1 - Effluent Gross													
Season: 2		Req.	<= 4.7 Monthly Average	<= 7.5 Maximum Weekly Average	Pounds per Day		<= 25 Monthly Average	<= 40 Maximum Weekly Average	Milligrams per Liter		Weekly	COMP
NODI:		NODI										
82220	Flow, total	Smpl.		= 0.989	Mgal/mo List					0	01/30	RT
1 - Effluent Gross												
Season: 0		Req.		Req Mon Monthly Total	Million Gallons per Month						Monthly	RCOT
NODI:		NODI										

Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
80082	BOD, carbonaceous, 05 day, 20 C	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	☑
80082	BOD, carbonaceous, 05 day, 20 C	Effluent Gross	Quantity or Loading Sample Value 2	Soft	The provided sample value is outside the permit limit.	☑

Comments

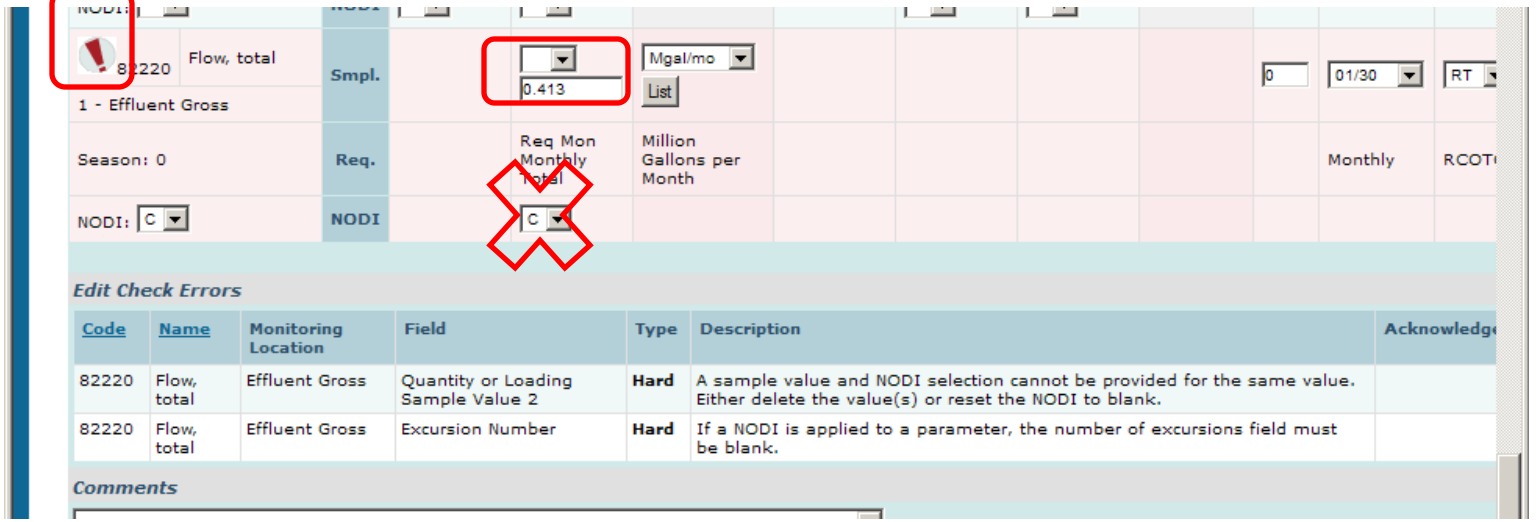
CBOD5 Noncompliance report attached

Hard Errors

- **Hard Errors include:**
- **NODI code and measurement data were both entered for a parameter column**
- **Negative sign and Less Than Qualifier (“<“) were both used**
- **Unacceptable special characters were used**

Example of a Hard Error

- In this example, the Hard Error is due to data entry error: both measurement and NODI code were entered.
- By removing the NODI code “C” and clicking on “Save & Continue” the error will be removed



Attachments

- Types of Documents allowed for NetDMR attachments (as per IDEM) are the corresponding:
  - Monthly Monitoring Reports - MMRs
  - Monthly Reports of Operation - MROs
  - 24 hour Non-Compliance Reports
    - must also be faxed, as per permit
  - Letter explaining violations, as per permit
  - State CSO DMR

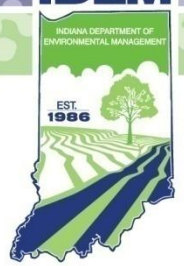
Attachments (2)

- Most NPDES Wastewater **forms** are located at:

http://www.in.gov/idem/5157.htm#owq_wastewater

  - Monthly Monitoring Reports - MMRs
  - Monthly Reports of Operation - MROs
  - 24 hour Non-Compliance Reports

- State CSO DMR forms are located at: http://www.in.gov/idem/4897.htm



Attachments (3)

- In Indiana, the corresponding MMR or MRO are required to be submitted along with the DMR
  - Complete the MMR/MRO, preferably in Excel
- If there are CSO points, complete the state (traditional) CSO DMR form
- Print and sign the document(s) to be attached

Attachments (4)

- Convert the document to be attached, to pdf:
- Ideally, the best time to convert the MMR/MRO, CSO, etc., to a PDF document is after it has been completed, printed, signed, and dated – scan and save as a PDF document
  - Or use PDF conversion software to convert the image file to PDF
- Remember where the pdf copy is saved on computer

Attachments (5)

Naming the Attachment and Size Restrictions

- When saving an attachment use the naming convention:

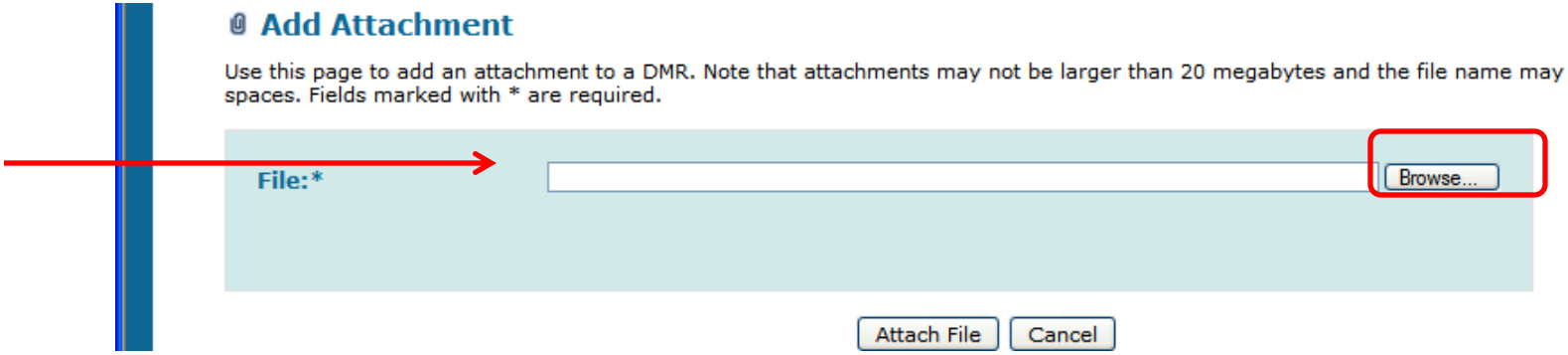
Permit ID_Outfall Number_DocumentType_ Year_Month, i.e.:

IN0038873_001A_MRO_2012_01	**For State MRO**
IN0001759_001A_MMR_2012_01	**For State MMR**
IN0038873_001A_NCR_2012_01	**For NonCompliance Report**
IN0023183_008C_CSO_2012_01	**For State CSO DMR**
IN0023183_005AB_Letter_2012_01	**For Violation Explanation**

- The following restrictions apply to all NetDMR attachments:
  - Each file may not be larger than 20 megabytes (approx 16 pgs.)
  - The File Name must **not** contain any spaces
  - The File Name must not contain any of these characters: “, *, ‘, /

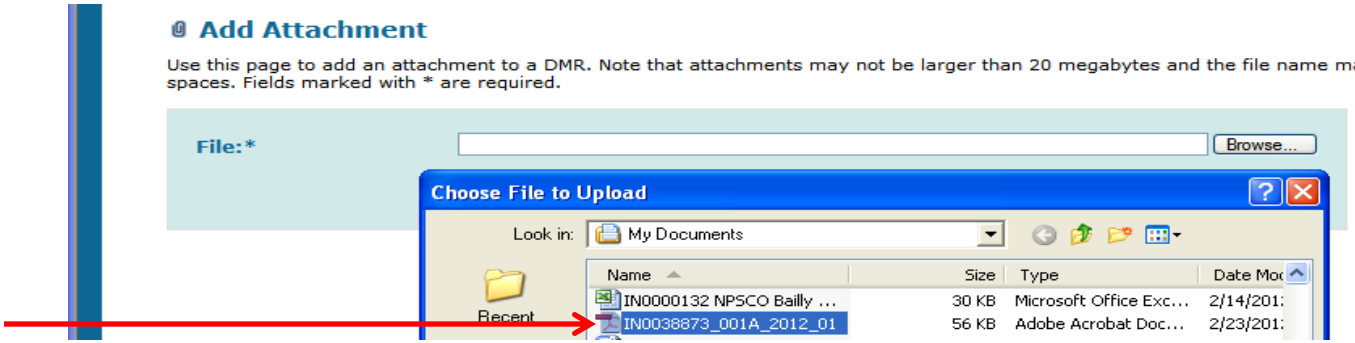
Attachments (6)

- After data has been entered, and errors have been addressed
  Click on “Save & Continue” before adding attachment
  to prevent data loss
- If pdf MMR/MRO is ready to attach, click on “Add Attachment”
- On next screen click on “Browse”

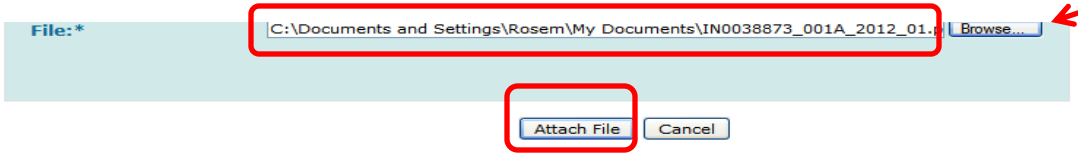


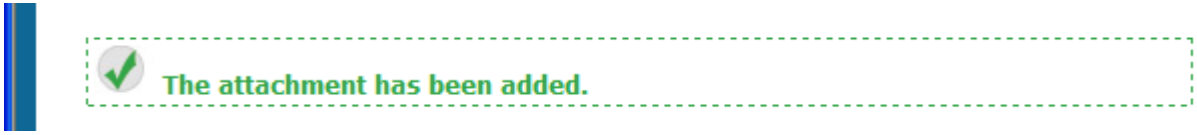
Attachments (7)

- When Browser opens, locate the correct MMR/MRO, etc.
- Double click on it (or select it and click on “Open” button)



- The name and location of the MMR/MRO will appear in the blank
- Then click on “Attach File”

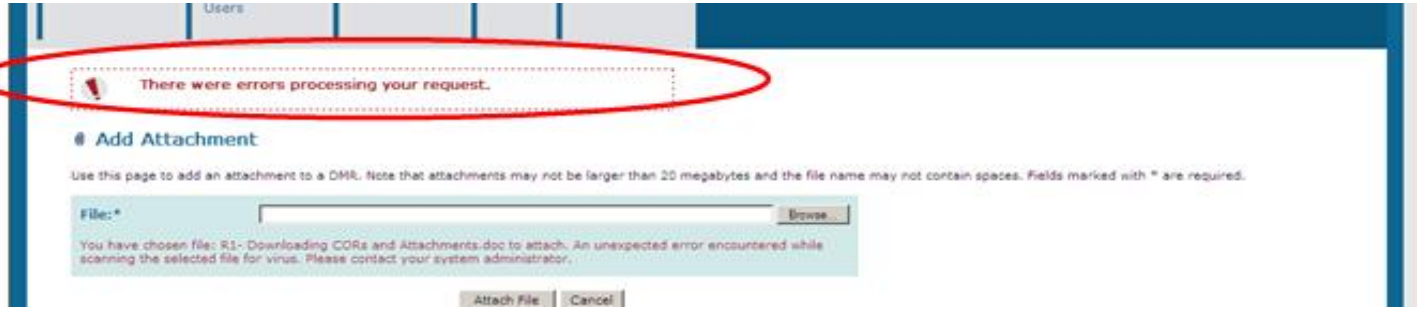




Attachments (8)

- There will be an error message if there were problems loading the file (i.e., file was too large): "NetDMR Attachment Upload Error"

- There will be an error message if the Attachment name ***has a space*** or non-allowed character: "There were errors processing your request"

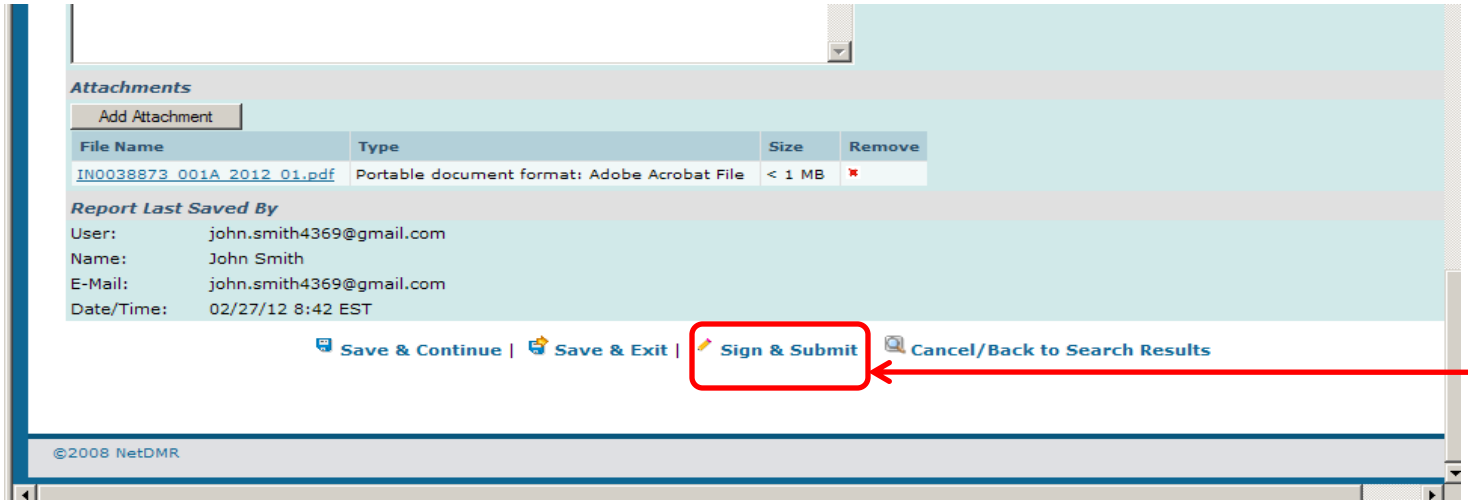


Sign and Submit DMRs

- Individual Outfall – how to electronically sign
- Multiple Outfalls – how to electronically sign once for all outfalls
  - Locate and Select multiple DMRs
- NetDMR Submittal Confirmation
- Email Submittal Confirmation

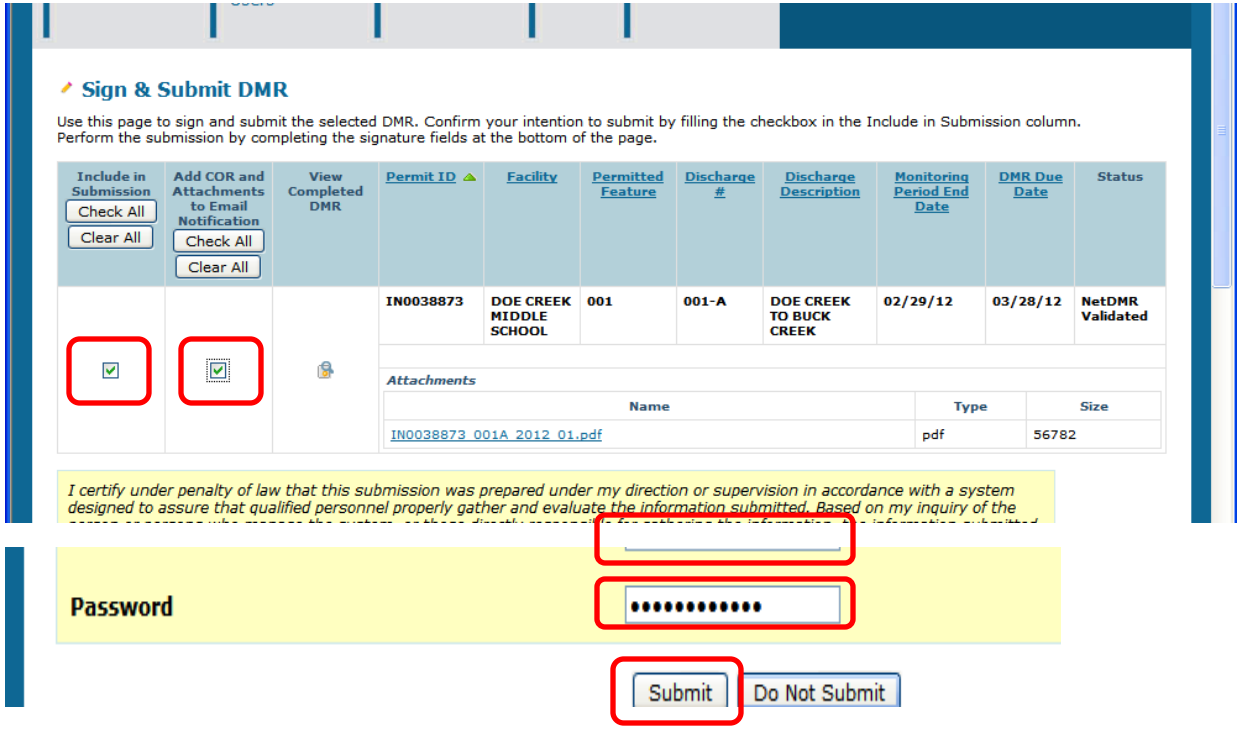
Sign the Individual DMR

- Upon completing the DMR, attach the applicable MMR/MRO (and/or Noncompliance Report or CSO):
- Scroll to the bottom of the screen and click “Sign & Submit”



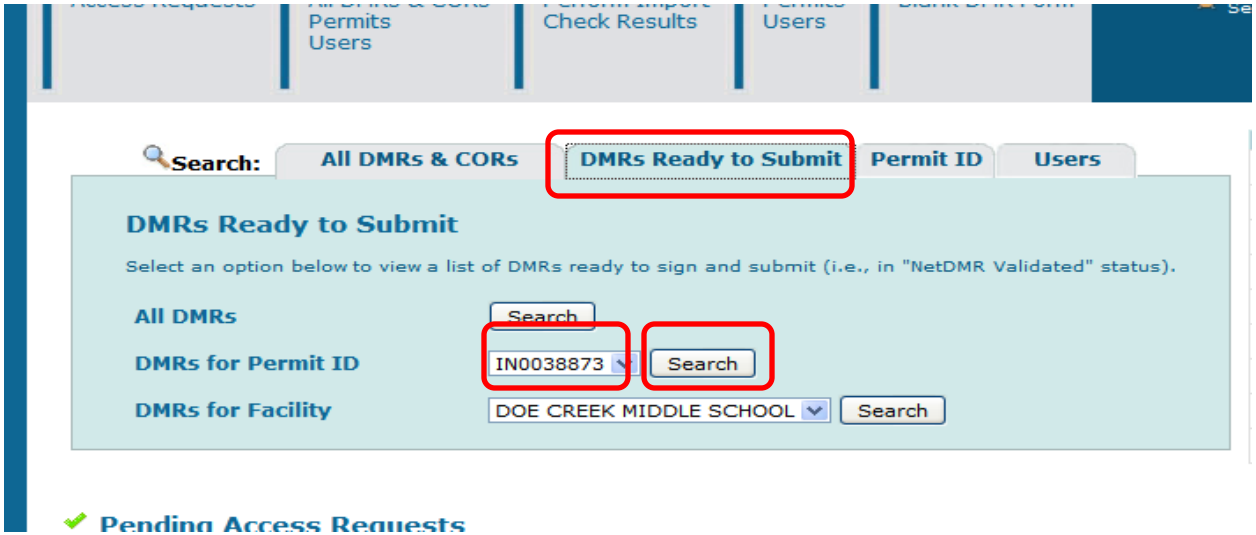
Sign & Submit Individual DMR (2)

- Check the boxes. Scroll to bottom of statement.
- Answer Security Question. Enter Password. Click on “Submit”



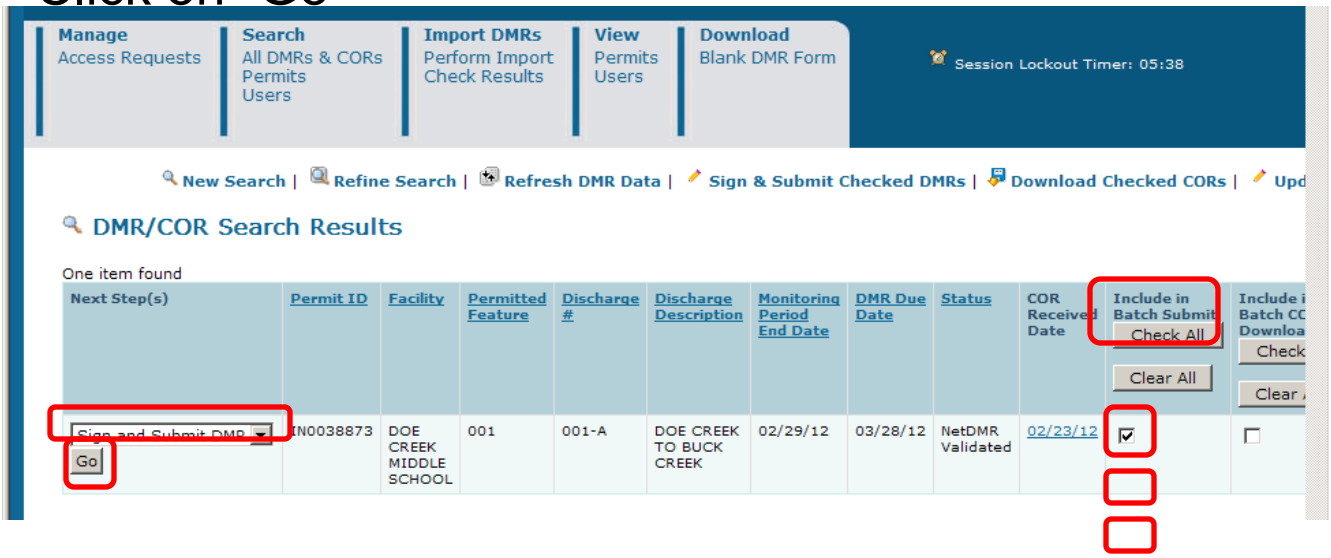
Locate Multiple DMRs for Submittal

- If there are multiple outfalls, from the Home screen: click the Search tab titled “DMRs Ready to Submit”
- Search All DMRs or Search by Permit Number or Facility – Click on “Search”



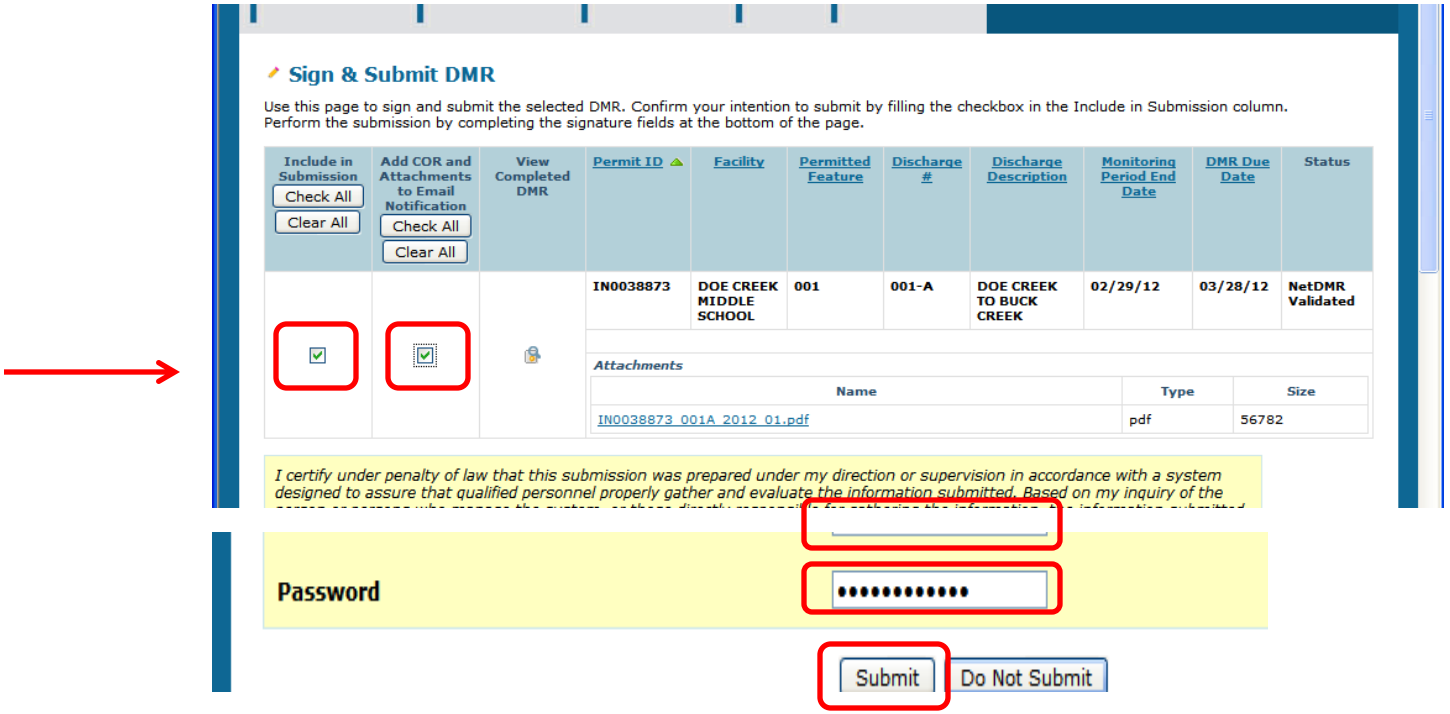
Select Multiple DMRs for Signature

- Click the dropdown box beside each DMR to be submitted
  Select “Sign and Submit DMR”
- Or click “Check All” (to select all the DMRs to be signed)
  Select “Sign and Submit DMR”
- Click on “Go”



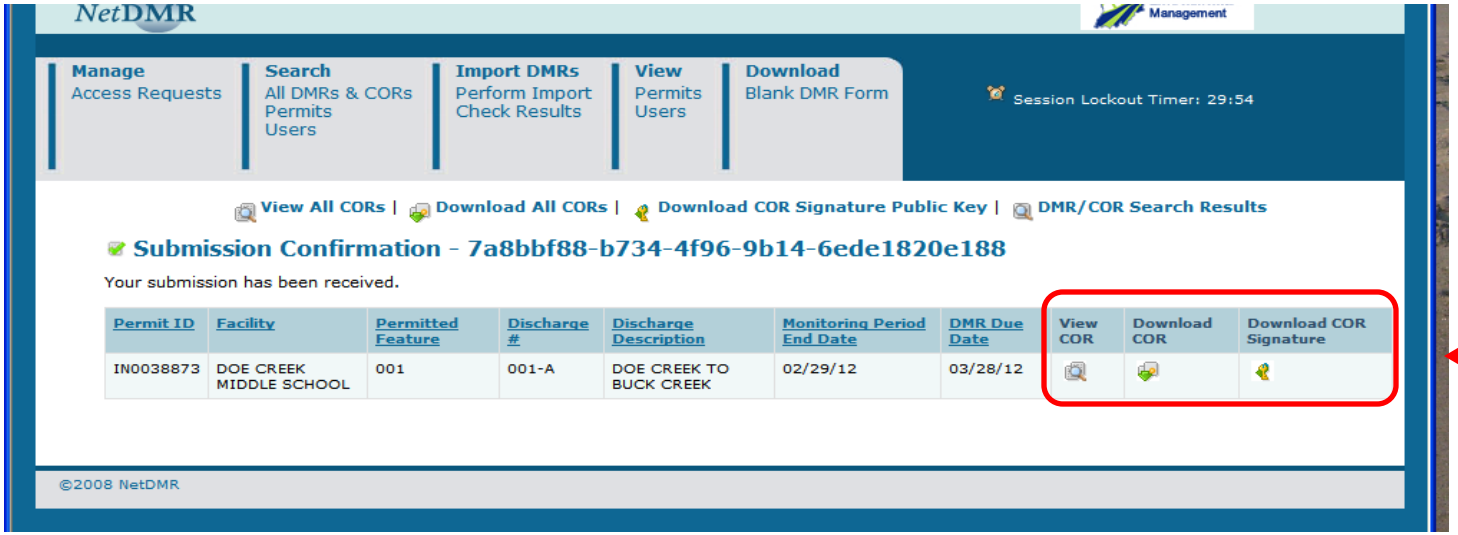
Sign & Submit Multiple DMRs

- Check the boxes. Scroll to bottom of statement
- Answer Security Question – Enter Password
- Click on “Submit”



NetDMR Submittal Confirmation

- A "Submission Confirmation" screen will be received after signing/submitting the DMR
  - DMR can be viewed or downloaded from this screen or from the corresponding email received.



Email Submittal Confirmation (2)

- Email notifications will confirm:
  - DMR has been submitted to NetDMR
  - NetDMR will forward the COR to EPA

NetDMR has received the signed DMR and created the Copy of Record (COR) for the DMR below. The submission will be forwarded for further processing.

Permit ID: IN0038873
Permitted Feature: 001
Discharge: A
Monitoring Period End Date: 02/29/12
COR Signature: 25849b0445c1fbe5484acf72a8e5f3
241a577beae24bc537c96f0b384e11ca29fa14e3cf40ddee47129706035f
446ff1120d30383593897a1b3da3254516182533eaa11bcf78e55b2e5b64
d5f651e9227264633b2f59dc32f882d080d0eddc743fb51313a084a5f47c
cd8d02ce18a3fd48c8ac57069c6b31fa2c3973e60c23a2

Attachments included in the COR: Yes

For NetDMR Test Users:

- **If NetDMR with pdf MMR/MRO attachment was successfully received, IDEM will invite (via email) the NetDMR test user to use NetDMR live/production**
  - User will register and submit in NetDMR live
- **If NetDMR or MMR/MRO attachment was unsuccessfully received, IDEM will notify user to revise/re-submit DMR or MMR/MRO**
  - **See *"NetDMR Miscellaneous (Revise, Import, Print) Walk-Through"* at http://www.in.gov/idem/6765.htm**

For NetDMR Production Users:

- If NetDMR with pdf MMR/MRO attachment was successfully received by EPA, no paper DMR with MMR or MRO attachment needs to be mailed to IDEM
- If NetDMR or MMR/MRO attachment was unsuccessfully received, user will need to revise/re-submit DMR or MMR/MRO
  - To Revise a submitted NetDMR see next screen

IDEM NetDMR Training

- **For more information go to http://www.in.gov/idem/6765.htm for IDEM NetDMR training information:**
  - *NetDMR Miscellaneous (Revise, Import, Print) Walk-Through*
    - Revise NetDMRs
    - Import Data to NetDMR
    - View/Print the completed NetDMR